

Overview
(P030) Meter stamps may be used to prepay reply postage on Express Mail; Priority Mail (up to 5 pounds); all First-Class postcards, letters, and flats up to a maximum of 13 ounces; single-piece Media Mail; and Library Mail.

The USPS provides *free of charge* the FIM (facing identification mark) and appropriate barcode to print on meter reply letter-size mailpieces. The guidelines on the reverse will help optimize the use of this format.

The following conditions apply (P030.1):

- Meter stamp amount must be enough to pay postage in full. Meter stamps on reply cards and envelopes must fully prepay the correct postage (P030.1).
- Meter stamps may be printed directly on a mailpiece or address label that bears the delivery address of the meter license holder. A label must adhere so that once applied, it cannot be removed in one piece.
- Postage on Priority Mail over 13 ounces, single-piece Media Mail, or Library Mail may be paid only with meter-stamped address labels.
- Any photographic, mechanical, or electronic process (other than handwriting, typewriting, or handstamping) may be used to prepare the address side of meter reply mail. The address side must follow the style and content of the example on the reverse. The USPS will provide, free of charge, a FIM and the correct ZIP+4 code and delivery point barcode to be printed on letter-size envelope.
- Reply mail prepaid with meter stamps is delivered only to the address of the license holder.
- Meter stamps used to prepay reply postage must not show the date.

Barcodes
(C840) Barcodes on letter-size pieces may be placed either in the address block or in the lower right barcode clear zone. The correct barcode could be a delivery point barcode, a ZIP+4 barcode (if the address is assigned an individual (unique) ZIP+4 code), or, in some cases, a 5-digit barcode (if the address is assigned a firm (unique) 5-digit ZIP Code).

Envelopes and cards formatted for meter reply mail on which the mailer failed to imprint a meter stamp is treated as basic BRM. Such mail is delivered after payment of postage and the applicable per piece charge (S922).

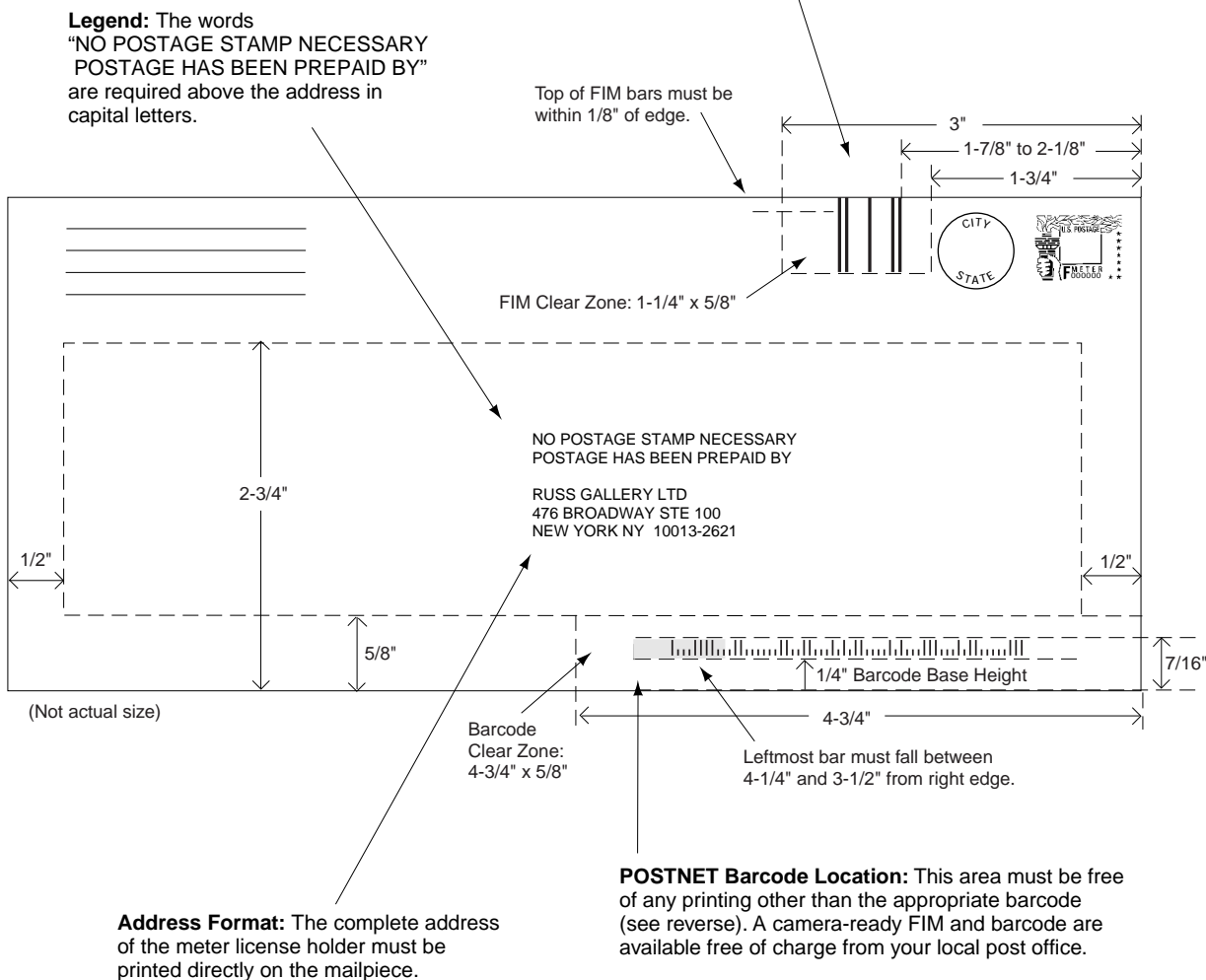
All letter-size reply cards and envelopes (business reply, courtesy reply, and meter reply mail) provided as enclosures in automation First-Class Mail, Periodicals, and Standard Mail must meet the standards in C810.8. For all other meter reply mailpieces, the use of FIMs and barcoding is encouraged.

This guide is an overview only. For the specific DMM standards applicable to this category of mail, consult the DMM sections referenced above and the general sections within each DMM module.

Meter Reply Mail Layout Guidelines

Facing Identification Mark (FIM): Use FIM A on all meter reply mail postcards and letter-size mailpieces with the appropriate POSTNET barcode. This permits computerized cancellation equipment to align, postmark, and direct the mailpiece properly.

FIM Location: The FIM clear zone must contain no printed matter other than the FIM A pattern. FIM bars must be between 1/2 and 3/4 inch high and 0.03125 (1/32 inch) (± 0.008 inch) wide.



Dimensions: Between 3-1/2 by 5 inches and 6-1/8 by 11-1/2 inches. To qualify for the card rate, cards must be between 3-1/2 by 5 inches and 4-1/4 by 6 inches. Larger postcard sizes are available, but they are charged at the regular First-Class Mail letter rate. Card thickness must be

between 0.007 and 0.016 inch.

If letter mail is more than 4-1/4 inches high or more than 6 inches long, it should be at least 0.009 inch thick.

A surcharge is assessed for nonstandard mailpieces weighing 1 ounce or less.

Ink/Paper Colors and Type Styles: Not all colors of paper and/or ink and type styles are compatible with automated equipment. Contact your local post office for guidance.

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